

# Internship Application Form



1. **Position No./Title**

2. **Full name**

3. **Contact information**

4. **How did you learn about this program?**

Ad

Employee

Relative

University/School

Other

5. **Do you have any relatives that work for the Embassy/Consulate**

If yes, please list name, department where they work and how long they have been employed?

6. **Current citizenship:**

7. **Do you have any claim to U.S. citizenship?**

yes

no

## **8. University/school/educational institution**

For each institution you have attended, provide the following information in the space below. Begin with your present school and work backwards.

- a. Name and full address of current institution.
- b. Name, title and telephone number of instructor.
- c. Dates Attended (Month/Year).
- d. Diploma/degree/certificate: yes/no.

## **9. Employment history**

For each job you have had, provide the following information in the space below. Begin with your current job and work backwards.

- a. Name and address of company.
- b. Name, title and telephone number of immediate supervisor.
- c. Description of work (duties, responsibilities and accomplishments).
- d. Number of hours worked per week.

### 10. Languages

Identify the language and indicate extent of your competence for each:

5 = fluent, 3 = good, 1 = not at all

	1	2	3	4	5
English spoken					
English written					
Danish spoken					
Danish written					

Know any other languages?

### 11. Training received

List any training received and/or special skills you possess in areas applicable to the program in which you are applying.

### 12. Have you ever worked for the U.S. Government?

Yes

No

If yes, please explain:

### 13. **Computer skills**

List all your computer skills and rate them:

5 = excellent, 3 = good, 1 = fair, 0 = none

e.g.: *"Office Suite: 4"*

### 14. **References**

List three persons, not related to you by blood or marriage, which are qualified to supply definite information regarding your character and suitability for the program. Do NOT include former employers (i.e., supervisors).

- a. Name.
- b. E-mail address.
- c. Telephone number.
- d. Occupation

**15. You must sign this application**

Read the following carefully before you sign.

- I understand that any information I give may be investigated and that a false statement may be grounds for non-consideration or dismissal of my participation in the Internship Program
- I understand that, if I am provisionally selected, an Embassy-required security certification is a prerequisite.
- I understand that, if I am provisionally selected an Embassy-required medical examination and medical certification is a prerequisite.
- I consent to the release of information about my ability and fitness for the Internship Program by employers, schools, law enforcement agencies, and other individuals and organizations to Embassy-authorized investigators and personnel.
- I certify that, to the best of my knowledge, all of my statements are true, complete and made in good faith.
- I certify that I am/will be 18 years old at the start of my internship as required by U.S. law.
- I attest that I am to continue to be or will be starting additional studies at a college, university or equivalent following this internship.

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Signature

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Date